

Message

From: Moler, Robert [Moler.Robert@epa.gov]
Sent: 6/3/2016 5:02:39 PM
To: Emily Chi [echi@skeo.com]
CC: Josie Torres [jtorres@skeo.com]; Blair Stone-Schneider [bsschneider@skeo.com]; Sarah Alfano [salfano@skeo.com]; Cirian, Mike [Cirian.Mike@epa.gov]
Subject: RE: CFAC TASC - call to discuss activities, logistics, etc.
Attachments: Community Assessment Report.doc; 1-21-16 Minutes.pdf; 5-14-15 Minutes.pdf; 6-2015 Minutes.pdf; 7-2015 Minutes.pdf; 8-2015 Minutes.pdf; 9-10-15 Minutes.pdf; 11-12-15 Minutes.pdf

Hi Emily,

Thanks for sharing the draft interview discussion guide and setting up our call on Monday. I know you are out of the office today but I wanted to share a few things other items for our discussion:

Ann Green Communications: Attached are a few documents developed by Glencore's PR consultant

- Community Assessment Report
- Minutes from (7) meetings of the Community Liaison Panel
- I will have a CD with this and additional information shared from Ann Green Communications and I will deliver when we meet.

Arranging Interviews:

- Let's aim for 10 – 15 interviews (or more if we can pull it off)
- To do this, we'll likely need a list of around 30 candidates (to account for summer vacation availability and other issues)
- In the script for making the calls to set up interviews, can we include a question to identify other possible candidates such as, "who else would be a good person to call/interview?"
- Let's plan for our window for interviews to be Tue @ 10 – Thu evening.
 - This will allow us to have a business breakfast on Tuesday morning for meet and greet and logistics.
- Mike will leave Wednesday, but I will still be available all day Thursday.

Broad representation for Interviews: Here are several categories of people from whom we want to receive input. Mike and I added some initial potential contacts:

- Elected officials
 - Mayor Don Barnhart
 - MT Senator Dee Brown
 - MT rep. Zac Perry
- local government
 - City Manager – Susan Nicosia
 - City/County Planning Department
 - County Health Department – Joe Russell
- private business
 - local Chamber of Commerce
 - Center for Native Plants –
- non-profit groups
 - Trout Unlimited
- school/education
 - Superintendent
 - Head Start – Lucy Beltz

- former CFAC employees
 - Richard Sauerbier
- adjacent landowners
- other private land owners
- news media
 - Hungry Horse News
 - Flathead Beacon
 - Daily interlake
- private citizens
 - Stacy Schnebel
- Environmental Justice and underserved communities

Thanks for your support, talk with you Monday, hope you enjoy a great weekend!

 Robert Moler
 Community Involvement Coordinator
 EPA – Montana
 406.457.5032

From: Emily Chi [mailto:echi@skeo.com]
Sent: Friday, June 03, 2016 12:03 AM
To: Moler, Robert <Moler.Robert@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Josie Torres <jtorres@skeo.com>; Blair Stone-Schneider <bsschneider@skeo.com>; Sarah Alfano <salfano@skeo.com>
Subject: RE: CFAC TASC - call to discuss activities, logistics, etc.

Hi Robert and Mike,

Mike and I talked briefly about the interviews this afternoon, and I look forward to discussing the interviews and other logistics in more detail early next week. I sent a calendar invite with a call-in number for next Monday, June 6, at 9am Mountain Time.

As discussed in the project approach, we have compiled a draft list of interview questions (please see attached). Please note that this is a fairly extensive list of questions – we pulled questions from past CIP interviews at a few different sites. Please feel free to pick and choose questions as you see fit, and we can revise the list and provide a final draft that we will actually use during the interviews. We can also discuss this more on our call on Monday.

Thanks,
 Emily

Emily Chi
 Associate
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From: Emily Chi
Sent: Thursday, June 02, 2016 2:45 PM
To: 'Moler, Robert' <Moler.Robert@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Josie Torres <jtorres@skeo.com>; Blair Stone-Schneider <bsschneider@skeo.com>; Sarah Alfano

<salfano@skeo.com>

Subject: RE: CFAC TASC - call to discuss activities, logistics, etc.

Thanks, Robert.

I just left a message with Mike regarding his email from this morning. I left my cell phone number (541-740-6875) if he would like to chat before we make our travel arrangements. To clarify, just Josie and I will be traveling. I assisted with CIP interviews last year in Region 9, and we had two EPA staff + two contractors at each of the interviews, and they seemed to go smoothly.

Unfortunately, I am in meetings all day on Friday from 7:30am-6pm Mountain Time and will not be available for a call. Monday morning would be great – and Josie and I can plan to make our travel arrangements tomorrow (Friday).

Thanks,
Emily

Emily Chi
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From: Moler, Robert [<mailto:Moler.Robert@epa.gov>]
Sent: Thursday, June 02, 2016 2:40 PM
To: Emily Chi <echi@skeo.com>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Josie Torres <jtorres@skeo.com>; Blair Stone-Schneider <bsschneider@skeo.com>
Subject: RE: CFAC TASC - call to discuss activities, logistics, etc.

Thanks Emily,

Yes, that is the plan. I am also planning to arrive Monday (13) evening and will stay through Friday, (17).

I am available for a call:
Fri Jun 2 @ 9 – 10:30, 2 - 4
Mon Jun 6 @ 9 – 10 and 1:30 – 3
Tue Jun 7 @ 9 – 2

We'll need to hustle next week to ensure interviews are lined up. Mike and I are working on a short list that we can share with you on the call.

Thanks Emily!

Robert Moler
Community Involvement Coordinator
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406.457.5032

From: Emily Chi [<mailto:echi@skeo.com>]
Sent: Thursday, June 02, 2016 9:11 AM
To: Moler, Robert <Moler.Robert@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Josie Torres <jtorres@skeo.com>; Blair Stone-Schneider <bsschneider@skeo.com>
Subject: RE: CFAC TASC - call to discuss activities, logistics, etc.

Hi Robert and Mike,

I'm on travel this week, but I just saw that Sisay is comfortable with us moving forward on the project. To confirm, we will arrive by Monday evening (6/13) to participate in interviews Tuesday, Wednesday and Thursday. I will need to fly back to Portland Thursday evening, but Josie is available to stay through Friday.

Please let us know if this is correct, and we will move forward to finalize our travel arrangements.

Thanks!
Emily

Emily Chi
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From: Emily Chi
Sent: Wednesday, June 01, 2016 5:33 PM
To: Moler, Robert <Moler.Robert@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Josie Torres <jtorres@Skeo.com>; Blair Stone-Schneider <bsschneider@skeo.com>
Subject: CFAC TASC - call to discuss activities, logistics, etc.

Hi Robert and Mike,

My name is Emily Chi and I'll be supporting the project with Josie and Blair. We understand that it would be helpful to have a call early next week to discuss activities and logistics.

We are available the following times (all times in Mountain Time).

Monday, June 6:

- 9am – 11:30am
- 1:30pm – 3pm
-

Tuesday, June 7:

- 9am – 3pm

Please let us know if any of these work for you and we can send out a calendar invite with a call-in number.

Thank you,
Emily

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